



City of Medicine Lake

10609 South Shore Drive • Medicine Lake, Minnesota 55441 • (763) 542-9701 • (763)

June 1, 2020

City of Medicine Lake Council Minutes

Present: Mayor Scott Marks; Councilors Jack Garberg, Ron Tomczik, Chris Heim and Connie Shaffer; Treasurer Craig Kile; City Clerk Nancy Pauly; Fire Chief Rich Halvorsen; Public Works Superintendent Chris Klar; City Planner Brad Scheib.

Absent: no one.

Miscellaneous attendees: Susan Wiese, Tom Melander.

Mayor Marks called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Minutes and Agenda

- **Motion to approve the agenda as presented with an amendment to move the Planning Commission report to the top of the agenda forwarded by Councilmember Garberg and seconded by Councilmember Shaffer. With all in favor, the motion carried.**
- **Motion to approve the May 4, 2020 minutes forwarded by Councilmember Shaffer and seconded by Councilmember Garberg. With all in favor, the motion carried.**
- **Motion to approve the May 4, 2020 Special City Council Meeting minutes forwarded by Councilmember Garberg and seconded by Mayor Marks. With all in favor, the motion carried.**

Open Forum

- None.

Planning Commission Report – Jon Pettengill (reported by Brad Scheib)

- Mr. Scheib presented an ordinance to address drainage. He said the scope of the drainage issue has increased the past 5 years with the large size of new homes and larger rain events. The ordinance changes would be for any change in grade that exceeds 1% slope toward an adjacent property within 7 feet of the property line. Changes are to have the City Engineer, rather than City Planning Commission, review the final drainage plan. Have the Public Works Superintendent, instead of the Planning Commission, grant an extension of time as needed. Also, the finished grade and landscape plan would need to be prepared by a professional. A public hearing has been held and Planning Commission recommended approval. It will be tabled until next month to allow everyone time to read the ordinance changes.
- Mr. Scheib reported he received a call from the real estate company on South Shore Drive and they want guidelines for putting up a sign. The current zoning code has a few provisions that apply to signs. Mr. Scheib suggested a moratorium so that we can strengthen the regulations.
- **Motion to approve Ordinance 128 an interim ordinance temporarily establishing a moratorium on signs forwarded by Mayor Marks and seconded by Councilmember Garberg. With all in favor, the motion carried.**
- Mr. Scheib said the Planning Commission will review the existing zoning code for signs at their June meeting. The council will get a sneak peak at the July City Council meeting. A public hearing will be held in July. It may be ready for council vote in August.

Fire Department Report – Rich Halvorsen

- Reported zero calls for the past month.

- Continuing to monitor COVID-19 and civil unrest.
- Reported The Hutton House is planning to open soon per government guidance.
- Reported the fire department is training in person.
- Reported planning to fill the assistant fire chief position with a promotion.

Public Works Superintendent Report – Chris Klar

- Reported the basswood tree at the city entrance is in bad shape. Part of the tree is hollow. A crack is forming at a height of 15-20 feet. Both Plymouth and a professional tree expert have looked at the tree to explore ways to save it. There is no way to save the tree. It's a safety issue and if it falls it will take down power and also restrict ability of fire and ambulance access to the city. It will be cut down.

Treasurer's Report – Craig Kile

- Receipts in reporting period: \$10,037
- Receipts year to date: \$143,119
- Disbursements in reporting period: \$19,837
- Disbursements year to date: \$134,233
- **Motion to approve the summary spending, receipts and cash balances through May 31, 2020 forwarded by Councilmember Garberg and seconded by Councilmember Heim. With all in favor, the motion carried.**

Emergency Management Report – Tom Melander

- Reported the county has created a second incident for the civil unrest. They have opened a new funding mechanism in case we have expenses. This Wednesday there will be no siren test of the public warning system. Hennepin County continued to patrol the city over the weekend.
- The COVID-19 doubling rate in Hennepin County is 19 days, which is better than it was.

Officer Reports:

Councilmember Garberg

- Reported city hall heat has been turned off and the air conditioner turn on. It's controlled by the thermostat in the city office.
- Reported plumbing maintenance was performed in city hall.
- Reported we need to find someone to manage city hall maintenance. Mayor Marks will ask for volunteers.

Councilmember Tomczik

- Reported nothing to report.

Councilmember Heim

- Reported the internet is working at City Hall. The phone is supposed to be working this week.

Councilmember Shaffer

- Reported the rental property license and inspection notices have been sent. Because of COVID-19 Plymouth is not currently doing rental inspections. We may need to extend the September inspection deadline.

Mayor Marks

- Reported there were some calls regarding curfew issues. After determining that Plymouth did not have a curfew we decided to not have a curfew.
- Reported he reached out to the Sheriff's office to make sure that we will still receive coverage. He was told there would be no coverage issues and they would respond to 911 calls.

June 1, 2020

- Reported city hall is still officially closed. Mr. Melander will look into whether there are any guidelines on re-opening municipal buildings.
- Reported he received several inquiries on whether we're going to have a food truck. Councilmember Tomczik said he doesn't think the city should endorse it because of liability issues. Councilmember Shaffer said she would be fine with it if people want to go forward with it. Councilmember Garberg would be fine with it as long as people are smart about it.

New Business

- Nancy Pauly reported that The Hutton House liquor license is complete.
- Ms. Pauly reported that Met Council's 2019 Annual Population Estimate for the City of Medicine Lake had 392 people and 168 households as of April 1, 2019.
- Ms. Pauly reported that of yesterday, the city's 2020 census response rate is 77.5%.

Motion to adjourn forwarded by Councilmember Garberg and seconded by Councilmember Tomczik. With all in favor, the motion carried at 7:41 p.m.

Respectfully submitted,

Nancy Pauly
City Clerk

Approved on July 6, 2020